



KENNY C. GUINN  
*Governor*

STATE OF NEVADA OFFICE OF THE MILITARY  
OFFICE OF THE ADJUTANT GENERAL  
2460 FAIRVIEW DRIVE  
CARSON CITY, NEVADA 89701



CYNTHIA N. KIRKLAND  
*Brigadier General  
The Adjutant General*

**LOG#06-01**

**S: 1 May 2006**

NVMD-PA

6 March 2006

MEMORANDUM FOR All Battalion Commanders and S1s

SUBJECT: Officer Evaluation Reports Policy Letter

1. References:

- a. AR 623-105, Officer Evaluation Reporting System, dated 17 December 2004.
- b. NVARNG Intranet Officer Personnel Website

2. The purpose of this Memorandum of Instruction (MOI) is to provide principles of support, set state policy, and guidance in relation to the Officer Evaluation Report (OER) within the Nevada Army National Guard (NVARNG).

3. Responsibility to maintain OERs currently rests, first and foremost with the rated officer. All Battalion Commanders, through their S-1s, must ensure OERs are tracked and monitored within their battalions.

4. Late OERs will negatively reflect on the rating chain. Further, a monthly past due list will be forwarded to the Commander, Army Guard for review and disposition.

5. A folder within the NVARNG Intranet has been established by Officer Personnel to assist the Soldier and Battalion Commanders in tracking individual OERs. Additionally, the enclosed listing is a current Overdue OER list which is replica of the Officer Personnel website OER folder. It is the objective of the NVARNG leadership to have all levels of command to complete, submit, and finalize through the Officer Personnel section all late OERs to date, NLT 1 May 2006. This listing is a "working copy" and to be used as a management tool.

6. All Battalion Commanders and staff are encouraged to review the enclosed listing contained within the NVARNG Intranet website for discrepancies and/or take immediate action to ensure all late OERS are made current NLT 1 May 2006.

NVMD-PA  
SUBJECT: Officer Evaluation Reports Policy Letter

6 March 2006

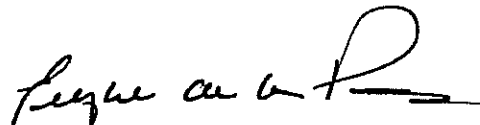
7. All OERs will be completed and submitted to the Officer Personnel POC(s) within 90 days from the end of the rated period. This office has the responsibility to ensure accuracy of the OER, administrative review, and forwarding to National Guard Bureau, as applicable. Please refer to the regulatory guidance, Tables 3-7 and 3-8 in relation to initiating and the administrative controls for the evaluation process. Additionally refer to paragraphs 3-39 thru 3-56, which requires strict attention to codes and reasons for submitting an OER. Remember, OERs play a very important part and need to be kept up-to-date for a variety of state and DA boards/personnel actions.

8. There is a new folder to assist battalions track Officer Evaluation Reports (OERs). Look under "**Personnel, G-1 (Army), Folders/Links, Officer Personnel, OER, OERSTATUS WEB PAGE**" to check an OER progress. THIS IS A READ-ONLY FILE. It is a work in progress, if you believe something is incorrect; please email Mary Leaming at [Mary.Leamington@nv.ngb.army.mil](mailto:Mary.Leamington@nv.ngb.army.mil). Please, no phone calls, all inquiries will be returned within 48 hours (work days) through correspondence. At a minimum, this office will update the listing NLT Friday, 1500 hours.

9. Points of contact are Mary Leaming, [Mary.Leamington@nv.ngb.army.mil](mailto:Mary.Leamington@nv.ngb.army.mil) or CW5 Roza, [Nancy.Roza@nv.ngb.army.mil](mailto:Nancy.Roza@nv.ngb.army.mil).

FOR THE ADJUTANT GENERAL:

Enclosure  
As Stated

  
ENRIQUE M. DE LA PAZ  
LTC, AR, NVARNG  
Director Army Personnel